



May 8, 2025

A D D E N D U M N O . 4

Your reference is directed to **SB#7661 NSU Elevator Maintenance and Inspection** which is scheduled for bid openings at **2:00 p.m. Thursday, May 29th, 2025**, at Northwestern State University, Natchitoches, Louisiana.

Site Visits may be requested by contacting Dale Wohletz at 318-471-1336, NSU Physical Plant Office, 998 South Jefferson, Natchitoches, LA 71497. Site visits must be performed prior to **Friday, May 9th, 2025**.

The following addition is being made to the above referenced solicitation:

PURPOSE OF ADDENDUM:

VENDOR INQUIRY:

1. Can you please provide the current price for “On-Call” Football games and how many technicians do you require to be on site for the games?

RESPOND TO VENDOR INQUIRY:

Requirement is for one (1) technician only to be present, on site, one (1) hour prior to any home, college, football game. A technician is required to remain on site until elevator function ends after each game.

See- <https://nsudemons.com/sports/football/schedule>

2. On page 16 of the bid documents, it states that “Emergency service shall be performed as part of the contract without additional charge”. Please clarification “Emergency Repair Services” and does this fall under “Emergency Services”?

RESPOND TO VENDOR INQUIRY:

Emergency Services are entrapment issues or a situation where a person cannot move from an upper floor down without the elevator operation. These two (2) situations fall under the definition of “Emergency Services”. A response to this request should include a professional technician contact phone number to provide any possible immediate response service that NSU Physical Plant personnel could perform.

3. Can you please clarify “Start-Up” costs, and can you provide the current pricing for this category, Line item #002, page 42 of the bid document?



NORTHWESTERN STATE

Business Affairs

RESPOND TO VENDOR INQUIRY:

“Start-up” costs would relate to anything that the awarded vendor would deem necessary or desirable for beginning and continuing service under the contract agreement. All elevators are currently functional and approved for regular use. The previous agreement for service did not require any “Start-up” costs. The option to indicate zero “start-up” cost is acceptable.

4. Normally State Inspections will occur every 6 months. I noticed that the State Inspection Reports were completed on 8/20/24. Did the University have an Inspection in February of 2025 and were any of the violations completed in the February report?

RESPOND TO VENDOR INQUIRY:

The current cost of inspections/maintenance items for NSU is in the range of \$10,000+ per year.

5. Can you provide current Code Deficiency Repairs cost?

RESPOND TO VENDOR INQUIRY:

Currently, there are no significant inspection violations outstanding. See the cost range in previous question/response.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder’s proposal or otherwise acknowledged therein.

Failure to acknowledge addendum may result in the non-consideration of the bid submission.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes below and return to Business Affairs/Purchasing Section prior to bid opening in an envelope marked with the bid number, bid opening date, and time. If this addendum

does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

Company Name

Authorized Signature

Date

Submitted by: Ashlee Grayson
Director of Purchasing